

SECRET
SECURITY INFORMATION

PERSONNEL TRANSFER AND CLEARANCE SHEET
(Prepare in Quadruplicate - See Instructions on Reverse Side)

25X1A

Date 15 Aug 56

TO: Finance Officer, [REDACTED]

FROM: Finance Officer, [REDACTED] 25X1A

1. NAME [REDACTED] EMPLOYEE PAYROLL NO. 4990 ALLOTMENT NO.

2. Detached from: [REDACTED] Ordered to: [REDACTED]

On Permanent ☒ Temporary ☐ Duty (Check one)
If Temporary, days, and return to:

3. Approximate date of departure: 14 Aug 56 Travel by Air ☒ Sea ☐
(Actual date of departure to be certified by employee upon arrival at destination.)

4. Monthly salary allotment in the Field: 200.00 Paid to 31 July 56 inclusive.
Overall base pay per annum: 7 Marital status Single

5. Allowances:
Quarters: per day)
Living: per day) paid to inclusive.
Special Foreign Living: per day)
Other: per day)

6. Per Diem (if any): 10.00 per day, paid to 2400 hrs 31 July 56 inclusive.

7. Unaccounted or unpaid advances at time of detachment: 0

(a) ☐ Advances to be transferred to new station; transfer of account form attached.

(b) ☐ Advances NOT to be transferred to new station; accounting to be made at this office.

(Check either (a) or (b) above.)

8. Leave used at this station: Annual: DAYS Sick: DAYS
HOURS HOURS

Accumulated leave to date of detachment:

Annual: DAYS Sick: DAYS
HOURS HOURS

REMARKS: Quarters furnished. Subject on TDY status in accordance with "Assumptions and Understandings Pertaining to Entitlement of Contractors Personnel" para 4, page 3 and 4.

Distribution:

Original by Air Pouch to destination
Copy to Finance Div., Headquarters
Copy to files
Copy to employee

DOCUMENT NO. 35
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE:
AUTH: HR 1003 AUTHORIZED SIGNATURE
DATE 10 Dec 81 REVIEWED

INSTRUCTIONS

1. All blanks must be filled in.
2. This form is to be used upon the transfer of employees, on the Field pay roll, from the Field to the United States, or from one Station to another in the Field.
 - a. In the case of personnel proceeding from the United States to the Field, the present Foreign Duty Data Sheet will continue to be used, instead of this form.
3. If the monthly salary allotment in the Field is not to be transferred to the new duty station for any reason (such as temporary duty), it should be so stated under "Remarks."
4. Upon the transfer of unaccounted advances from one office to another, the Transfer of Account Form must be attached, and sufficient detail and itemization should be given as will properly inform the Finance Officer concerning the advance.